

Promoting Digital Pathways to Opportunity

Frequently Asked Questions

1. Is it free to apply?

Yes, it is free to respond to this RFI.

2. How do I apply?

You may submit your response physically or via email.

Email: Send your Response by email as a PDF attachment to procurement@nola.gov with the subject line **“Promoting Digital Pathways to Opportunity – Name of Your Firm”** by **Friday, April 7, 2017 at 4:00 PM CST.**

Delivery: Send your Response to
New Orleans City Hall, Room 4W07
1300 Perdido Street, New Orleans, LA 70112

The envelope should be marked

Procurement - “Promoting Digital Pathways to Opportunity – Name of Your Firm”

The Response must arrive by Friday, April 7, 2017 at 4:00 PM CST.

Limit the size of your Response to approximately 12 pages, including supporting documentation.

3. Will Responders have a chance to speak to City staff?

Yes. The City will hold two pre-submittal briefings to:

- March 10, 2017; 10 to 11 AM CST
- March 17, 2017; 10 to 11 AM CST

In person: New Orleans City Hall, 1300 Perdido Street, Suite 4 W05, New Orleans, LA 70112

Online: Online attendees should register by March 8 to attend
<http://www.nola.gov/resilience/digitalequity/#webinar>.

On March 10 and/or March 17, click the [meeting link](#) to attend.

Phone Number for Audio

Direct: 504-658-7001

Toll Free: 1-877-286-7156

Meeting Number / Access Code: 991 866 132

4. What should I include in my submission?

Your Response should include answers to all questions in the application template (Appendix A of the RFI). City of New Orleans’ internal technical experts will review Responses. You also may submit visual or graphic material to support your Response.

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5. Who can participate?

We hope to gather creative and innovative ideas from people with personal and/or professional experiences relevant to this Innovation Challenge. Therefore, we invite any person, company, non-profit, philanthropic, or other entity to propose a solution.

6. Interested parties do not have to be formal legal entities (e.g. corporations, business partnerships, etc.) to participate in the RFI.

7. Can international parties participate?

Yes.

8. Do I need to have experience working with the public sector?

No.

9. Does my idea need to be a tested solution?

No.

10. Can I submit a Response in partnership with other organizations?

Yes.

11. Will I have an opportunity to meet with the City of New Orleans to pitch my solution?

Depending on the number of Responses received, the City may invite Responders to present their idea in person or via a web conference.

12. If I apply to this Innovation Challenge, can I also apply to other City of New Orleans Calls for Innovation?

Yes.

13. What are the next steps after the RFI is closed?

After reviewing the Responses, the City of New Orleans may decide to implement one or more Responses in partnership with the Responder(s) who created the solution(s).

Alternatively, the City may decide to request more information about certain Responses. If the City pursues this route, it will provide those Responders with details about the type of information, format, and length of the request for additional information.

If the City moves forward to implement a solution identified through the RFI, the corresponding Responder(s) may be invited to enter a contract with the City to pilot their solution. Learn more about City of New Orleans contracting requirements on the [Challenge website](#).

The City may, in the alternative, subsequently issue a Request for Proposals or Request for Qualifications.

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14. Will the contents of the submission remain as my intellectual property?

Once a Response is submitted, the City of New Orleans will own the submission and its contents. You must designate clearly those portions of the Response, if any, that you believe are trade secrets or intellectual property that, if disclosed, would cause substantial injury to the competitive position of the Responder, in the manner set forth in La. R.S. 44:3.2. To the extent the law permits, the City of New Orleans will use reasonable efforts to hold the designated portions of the Response in confidence. Please be advised that the City is subject to any and all Freedom of Information Act provisions.

15. Can the contents of my submission be applied without my further involvement?

The City of New Orleans is interested in partnering with Responders to this open Innovation Challenge to implement unique ideas generated by this process. The City does not intend to implement novel Responses without partnering with the creator(s) of that Response(s).

16. What if I have problems registering with Buyspeed?

Please follow the [Buyspeed Registration Instructions](#) on the Challenge website. If you have further questions, please contact procurement@nola.gov.

17. Do I need to complete any tasks in the Additional Information section of the RFI webpage?

No, you do not need to complete these documents to submit a Response. However, if the City decides to implement a solution identified through the RFI, the selected Responder(s) will be required to submit these documents as part of their engagement with the City of New Orleans.

18. Whom should I contact if I have additional questions?

Please contact procurement@nola.gov with questions about this Innovation Challenge.